



**REQUEST FOR QUALIFICATIONS
FOR
Governmental Representation and Consulting Services
in Tallahassee, Florida**

RFQ No. 05-001

**PRE-PROPOSAL CONFERENCE TO BE HELD ON
November 2, 2004 at 4:00 PM (Local Time)**

**At
City Administrative Offices
1515 NW 167th St., Bldg. 5-200
Miami Gardens, Florida 33169**

**Contracting Officer: Horace McHugh
Telephone: (305) 622-8000**

**PROPOSALS ARE DUE AT THE ADDRESS SHOWN BELOW
NO LATER THAN**

Friday, November 12, 2004 at 2:00 PM (Local Time)

**CITY CLERK
CITY ADMINISTRATIVE OFFICES
1515 NW 167 STREET, BLDG. 5-200
MIAMI GARDENS, FLORIDA 33169**

PROPOSALS WILL BE OPENED PROMPTLY AT THE TIME AND PLACE SPECIFIED. PROPOSALS RECEIVED AFTER THE FIRST PROPOSAL HAS BEEN OPENED WILL NOT BE OPENED AND WILL NOT BE CONSIDERED. THE RESPONSIBILITY FOR SUBMITTING A PROPOSAL TO THE CITY CLERK ON OR BEFORE THE STATED TIME AND DATE IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER. CITY OF MIAMI GARDENS IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY MAIL, PACKAGE OR COURIER SERVICE, INCLUDING THE U.S. MAIL, OR CAUSED BY ANY OTHER OCCURRENCE.

CITY OF MIAMI GARDENS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON AGE, GENDER, RACE OR DISABILITY.

VISIT THE CITY'S WEBSITE: [HTTP://WWW.MIAMIGARDENS-FL.GOV](http://www.miamigardens-fl.gov)

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DEFINITIONS

The following words and expressions used in this solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

- a) The words “Contractor” or “Consultant” to mean the Proposer that receives any award of a Contract from the City as a result of this Solicitation, which is also to be known as “the prime Contractor” or “the prime Consultant”.
- b) The word “City” to mean City of Miami Gardens, Florida.
- c) The words “Proposer”, “Submitter” or “Respondent” to mean the person, firm, entity or organization submitting a response to this Solicitation.
- d) The words “Scope of Services” or “Scope of Work” to mean Section 2.0 of this Solicitation, which details the work to be performed by the Contractor or Consultant.
- e) The word “Solicitation” to mean this Request For Qualification (RFQ), and all associated addenda and attachments.
- f) The words “Subcontractor” or “Subconsultant” to mean any person, firm, entity or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Work or Services to the City, whether directly or indirectly, on behalf of the Contractor.
- g) The words “Work”, “Services”, “Program”, “Project” or “Engagement” to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services and the terms and conditions of this Solicitation.
- h) The words “Work Order” to mean a document that defines and describes the parameters of individual projects assigned or awarded by the City to the Contractor in accordance to the terms of the Contract.

SECTION 1.0 - RFQ OVERVIEW AND PROPOSAL PROCEDURES

1.1 INTRODUCTION/BACKGROUND

City of Miami Gardens, hereinafter referred to as the “City”, as represented by the City Manager, seeks proposals in response to this Request for Qualifications from respondents for the professional services of an experienced and qualified law firm, governmental affairs consulting firm, business, individual, and/or a combination thereof, etc. to provide the City with governmental representation before the executive and legislative branches of the state government.

It is the City’s intention (a) to solicit responses from interested parties; (b) to evaluate the responses; (c) to conduct oral presentations (if necessary); (d) to verify the information presented; and (e) to negotiate and award a contract with up to two selected Proposer(s).

Proposers should, at a minimum, address in their responses that they possess (a) a strong working knowledge of legislative, administrative, and regulatory processes at state level; (b) a clear understanding of City of Miami Gardens; (c) a history of successful lobbying experience at the state level; and (d) a clear strategy for representing the City at meetings with key legislators, and members of the Executive Branch and provide verbal and written reports or briefings to City representatives.

The selected Propser(s) shall report and meet with the City on a weekly basis, or more frequently as needed, during the Florida Legislature legislative session. The selected Proposer(s) shall report and meet with the City on a monthly basis when the Florida Legislature is not in session. The selected Proposer(s) shall provide written reports, monthly (weekly during legislative session) advising the City of the current status of all issues that they are monitoring or tracking that may affect City of Miami Gardens, the actions taken on such issues, and recommendations for future actions on such issues.

The selected Proposer must agree to abide by and be governed by City of Miami Gardens Ordinances and Resolutions, some which may have a bearing on the services involved in any agreement(s) issued as a result of this RFQ.

No person or entity, whether an individual, firm, partnership or corporation, which receives compensation either directly or indirectly from the City for lobbying on behalf of the City or any of its agencies or instrumentalities at either the municipal, state, or national level shall represent any entity in any forum to support a position in opposition to a position of the City unless the City Council grants a specific waiver for a specific lobbying activity. The failure to comply with this provision shall result in either or both of the following: (i) the selected Proposer’s contract being voidable by the City or (ii) a prohibition, for a period of up to three years, as determined by the City Council in its sole discretion, on the selected Proposer’s entering into a lobbying contract with the City.

The selected Proposer, on behalf of itself and any and all employees, partners, and subcontractors, shall have an affirmative obligation to notify the City Manager in writing of each and every party the selected Proposer and/or its employees, partners, or subcontractors wishes to represent before the Florida Legislature, the Governor’s Office, or any state agency, as well as the nature of the proposed representation. This obligation shall apply whether such party or interest is adverse to the City or not. Such notification must include all parties the selected Proposer or employees, partners, or subcontractors wishes to represent.

Separate and independent from the above-referenced obligation, the selected Proposer, on behalf of itself and any and all employees, partners, and subcontractors, must advise the City Manager in writing of any position in opposition to a position of the City taken by the selected Proposer or any employee, partner, or subcontractor and, at the City's discretion, this may require a request of waiver of such conflict be taken before the City Council. A position in opposition to a position of the City may take the form of an adverse policy position or fiscal impact on the City, either direct or indirect. A position in opposition to a position of the City is not limited to a position that conflicts with an express provision of the legislative package adopted by the City Council. It may also arise in other areas. Not every City interest can be anticipated or enumerated in the City's legislative package, and issues arise and change over the course of the legislative process. It is incumbent on the selected Proposer and employees, partners, and subcontractors to remain mindful of the City's policy and fiscal interests and positions vis-à-vis other clients. If an actual or perceived conflict arises, the selected Proposer and/or subcontractor must advise the City Manager immediately in writing and seek a waiver of the conflict before the City Council, if necessary.

Once a conflict waiver request has been received by the City, the City Manager reserves the right to determine whether the selected Proposer and/or employee, partner, or subcontractor may continue representing the City and the other interest until the City Council can consider the conflict issue. The City Council may take, in its sole discretion, any action regarding a waiver request, including but not limited to the following: (i) grant a waiver and allow the selected Proposer, and/or employee, partner, or subcontractor to continue to represent both the City and the other party; (ii) refuse to grant a waiver and require the selected Proposer, and/or employee, partner, or subcontractor to choose between representing the City or the other party, or to discontinue representing the other party; (iii) refuse to grant a waiver and void its contract with the selected Proposer, and/or employee, partner, or subcontractor; (iv) grant a limited waiver and allow the selected Proposer and/or employee, partner, or subcontractor to continue to represent both the City and the other party under whatever limitations or restrictions the City, in its sole discretion, determines to be appropriate.

The Proposer and each subcontractor shall prepare regular monthly reports advising the Council of the current status of all issues that the lobbyist is monitoring or tracking that may affect the City, the actions taken on such issues, and the recommendations for future actions on such issues. The Proposer and each subcontractor shall also raise, discuss and recommend any affirmative legislative action that may benefit the City. Also, all City contracts and subcontracts for lobbying or representation at the state or federal level and/or individuals and firms hired to represent the City on intergovernmental issues must be approved by the City Council. As such, any subcontractors that the proposer seeks to hire to fulfill the requirements of any contract issued as a result of this RFQ, must receive prior approval by the City Council.

It is anticipated that the City will select up to two Proposers.

It is anticipated that the City will have an aggregate amount available for the selected Proposer(s) per year (total for the selected Proposer(s) to be allocated upon services requested by the City. The City reserves the right to request that the selected Proposer(s) obtain services through subcontractors to supplement the expertise and resources which may be required at any given time and for the purposes of carrying out the intent of the requirements herein. The City reserves the right to provide for an additional amount per year to issue Work Order(s) on specific issues. The term of any agreement issued, as a result of this RFQ will be for a period of two (2) years. The City reserves the right to extend the agreement for two (2) additional 1-year periods following the original two-year term.

1.2 RFQ TIMETABLE

The anticipated schedule for this RFQ and contract approval is as follows:

RFQ available for distribution: October 21, 2004

Pre-Proposal Conference: November 2, 2004; at 4:00 PM (Local Time)
Location: 1515 NW 167th St, Bldg. 5-200
Miami Gardens, FL 33169

Deadline for receipt of questions: October 29, 2004
Deadline for receipt of proposals: Friday, November 12, 2004 at 5:00 P.M. (Local Time)
(See Section 1.4 for location)

Evaluation/Selection process: Week of November 15-19, 2004

Oral presentations, if conducted: November 29, 2004

Projected Award Date: December 8, 2004

Projected contract start date: December, 2004

1.3 RFQ AVAILABILITY

Copies of this solicitation package can be obtained through the City Manager, 1515 NW 167th St., Bldg 5-200, Miami Gardens, FL 33169 or on-line at www.miamigardens-fl.gov.

Proposers or Respondents who obtain copies of this Solicitation from sources other than through the City Manager or sources delineated herein, risk the potential of not receiving addenda, since their names will not be included on the list of firms participating in the process for this particular Solicitation. Such Proposers or Respondents are solely responsible for those risks.

1.4 PROPOSAL SUBMISSION

All proposals must be submitted on 8 1/2" X 11" paper, neatly typed on one side only, with normal margins, and spacing. The original document package must not be bound and the document package copies should be individually bound. **An Unbound one-sided original and 10 bound copies (a total of 11)** of the complete technical proposal must be received by **the deadline for receipt of proposal specified in this RFQ Timetable (see Section 1.2)**. This solicitation has an option for providing office space in Tallahassee, Florida. (see Section 2.1j) Office specifications should be included in the technical proposal. Pricing, if any, for this option should be submitted separate from the technical proposal and sealed, it should include an original and ten copies and submitted by the deadline for receipt of proposals specified in this RFQ timetable.

Proposal Due Date to:

**City Clerk
1515 NW 167th St., Bldg. 5-200
Miami Gardens, FL 33169**

Hand-carried proposals may be delivered to the above address **ONLY** between the hours of 8:00 a.m. and 4:30 p.m., Mondays through Fridays except City-approved public holidays (however, please note that proposals are due at the City Clerk on the date and at the time indicated in Section 1.2. Additionally, the City Clerk's Office is

closed on holidays observed by the City). Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Both the Technical (Quality) Proposal and the Price Proposal must be signed by an authorized officer of the Proposer who is legally authorized to enter into a contractual relationship in the name of the Proposer. The submittal of a proposal by a Proposer will be considered by the City as constituting an offer by the Proposer to perform the required services at the stated prices.

1.5 PRE-PROPOSAL CONFERENCE

A pre-proposal conference has been scheduled for **the date; time and place specified in this RFQ Timetable (see Section 1.2)**. Attendance is recommended but not mandatory. Proposers are requested to inform the Contracting Officer of the number of persons expected to attend no later than 24 hours before the scheduled date. Proposers are encouraged to submit any questions in writing to the Contracting Officer (**see Section 1.6**) in advance of the pre-proposal conference.

1.6 CONE OF SILENCE

A “Cone of Silence” is imposed upon each RFP or RFQ after advertisement and terminates at the time the City Manager issues a written recommendation to the City Council. The Cone of Silence **prohibits any communication** regarding RFPs or RFQs between, among others:

- § potential proposers, service providers, lobbyists or consultants **and** the City’s professional staff including, but not limited to, the City Manager and staff, the Mayor, City Council or their respective staffs;
- § the Mayor, City Council or their respective staffs **and** the City’s professional staff including, but not limited to, the City Manager and staff; or
- § potential proposers, service providers, lobbyists or consultants, any member of the City’s professional staff, the Mayor, City Council or their respective staffs **and** any member of the respective selection committee.

The provisions do not apply to, among other communications:

- § oral communications with the staff, provided the communication is limited strictly to matters of process or procedure already contained in the solicitation document;
- § oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meeting, public presentations made to the City Council during any duly noticed public meeting; or
- § communications in writing at any time with any City employees, official or member of the City Council unless specifically prohibited by the applicable RFP or RFQ documents.

Proposers must file a copy of any written communications with the City Clerk, which shall be made available to any person upon request. The City shall respond in writing and file a copy with the City Clerk, which shall be made available to any person upon request.

In addition to any other penalties provided by law, violation of the Cone of Silence by any proposer shall render any RFP award or RFQ award voidable. Any person having personal knowledge of a violation of these provisions shall report such violation to the City Manager of Miami Gardens.

All Proposers will be notified in writing when the City Manager makes an award recommendation to the City Council.

The Contracting Officer for this RFQ is:

Name and Title: Horace McHugh, Assistant City Manager
Name of Agency: City of Miami Gardens
Address: 1515 NW 167th St., Bldg 5-200, Miami Gardens, FL 33169
Telephone: (305) 622-8000
Fax: (305) 622-8001
E-Mail: <mailto:hmchugh@miamigardens-fl.gov>

1.7 ADDITIONAL INFORMATION/ADDENDA

Requests for additional information or clarifications must be made in writing and received by the City's Contracting Officer for this RFQ, in accordance with **Section 1.6** above, no later than the deadline for receipt of questions specified in the RFQ Timetable (see **Section 1.2**). The request must contain the RFQ number and title, Proposer's name, name of Proposer's contact person, address, phone number, and facsimile number.

Electronic facsimile requesting additional information will be received by the Contracting Officer at the fax number specified in **Section 1.6** above. Facsimiles must have a cover sheet which includes, at a minimum, the Proposer's name, name of Proposer's contact person, address, number of pages transmitted, phone number, facsimile number, and RFQ number and title.

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Proposal Due Date. Proposers should not rely on any representations, statements or explanations other than those made in this RFQ or in any written addendum to this RFQ. Where there appears to be conflict between the RFQ and any addenda issued, the last addendum issued shall prevail.

It is the Proposer's responsibility to assure receipt of all addenda. The Proposer should verify with the designated Contracting Officer prior to submitting a proposal that all addenda have been received. Proposers are required to acknowledge the number of addenda received as part of their proposals.

Proposers who obtain copies of this RFQ from sources other than the City Administrative Offices risk the potential of not receiving addenda, since their names will not be included on the Vendor List for this particular RFQ. Such Proposers are solely responsible for those risks.

1.8 PROPOSAL GUARANTEE DEPOSIT

No Proposal Guarantee Deposit is required for this RFQ.

1.9 MODIFIED PROPOSALS

A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the Proposal Due Date. The Evaluation/Selection Committee will only consider the latest version of the proposal.

1.10 WITHDRAWAL OF PROPOSALS

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to the City contact person for this RFQ (in accordance with **Section 1.6**),

prior to the Proposal Due Date or upon the expiration of THIRTY (30) calendar days after the opening of proposals.

1.11 LATE PROPOSALS, LATE MODIFICATIONS AND LATE WITHDRAWALS

Proposals received after the Proposal Due Date are late and will not be considered. Modifications received after the Proposal Due Date are also late and will not be considered. Letters of withdrawal received either after the Proposal Due Date or after contract award, whichever is applicable, are late and will not be considered.

Proposals will be opened promptly at the time and place specified. Proposals received after the proposed due date will not be opened and will not be considered. The responsibility for submitting a proposal to the City Clerk on or before the stated time and date is solely and strictly the responsibility of the Proposer. City of Miami Gardens is not responsible for delays caused by any mail, package or couriers service, including the U.S. mail, or caused by any other occurrence.

1.12 RFQ POSTPONEMENT/CANCELLATION

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals; re-advertise this RFQ; postpone or cancel, at any time, this RFQ process; or waive any irregularities in this RFQ or in the proposals received as a result of this RFQ.

1.13 COSTS INCURRED BY PROPOSERS

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith, shall be borne by the Proposer(s). No payment will be made for any responses received, or for any other effort required of or made by the Proposer prior to commencement of work as defined by a contract approved by the City Council.

1.14 BUSINESS ENTITY REGISTRATION

City of Miami Gardens requires business entities to complete a registration application with The City Manager before doing business with the City if they maintain an office in the City. Proposers need not register with the City to present a proposal; however, the selected Proposer(s) must register prior to award of a contract as failure to register may result in the rejection of the Proposal. Contact the Assistant to the City Manager for Business Services at (305) 622-8000 to register, or for assistance in registering.

It is the responsibility of the business entity to update and renew its application concerning any changes such as new address, telephone number, commodities, etc. during the performance of any agreement obtained as a result of this RFQ.

1.15 ORAL PRESENTATIONS

The City may require Proposers to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein. If required, the presentations are anticipated to be conducted on the date indicated in this **RFQ Timetable (see Section 1.2)**.

1.16 EXCEPTION TO THE RFQ

Proposers may take exceptions to any of the terms of this RFQ unless the RFQ specifically states where exceptions may not be taken. All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank proposals, and the cost implications of the exception (if any).

Where exceptions are taken, the City shall determine the acceptability of the proposed exceptions. The City, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the City may insist that the Proposer furnish the services or goods described herein or negotiate an acceptable alternative.

All exceptions shall be referenced by utilizing the corresponding Section, paragraph and page number in this RFQ. However, the City is under no obligation to accept any exceptions. If no exception is stated, the City will assume that the Proposer will accept all terms and conditions.

1.17 PROPRIETARY/ CONFIDENTIAL INFORMATION

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law."

1.18 NEGOTIATIONS

The City may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint.

The City reserves the right to enter into contract negotiations with the selected Proposer. If the City and the selected Proposer cannot negotiate a successful contract, the City may terminate said negotiations and begin negotiations with another selected Proposer. This process will continue until a contract acceptable to the City has been executed or all proposals are rejected. No Proposer shall have any rights against the City arising from such negotiations or termination thereof.

1.19 RULES, REGULATIONS AND LICENSING REQUIREMENTS

The Proposer shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all Federal, State and local laws, ordinances, codes, rules and regulations that may in any way affect the goods or services offered, especially Executive Order No. 11246 entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60), the Americans with Disabilities Act of 1990 and implementing regulations, the Rehabilitation Act of 1973, as amended, Chapter 553 of Florida Statutes and any and all other local, State and Federal directives, ordinances, rules, orders, and laws relating to people with disabilities.

1.20 REVIEW OF PROPOSALS FOR RESPONSIVENESS

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFQ. A responsive proposal is one which follows the requirements of the RFQ, includes all documentation, is submitted in the format outlined in the RFQ, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in a proposal being deemed non-responsive.

1.21 CRIMINAL CONVICTION

"Any individual who has been convicted of a felony during the past ten years and any corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten years shall disclose this information prior to entering into a contract with or receiving funding from the City."

1.22 PUBLIC ENTITY CRIMES

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal for a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO (\$10,000) for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

1.23 BANKRUPTCY

Any proposer who, at the time of proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the proposer under federal bankruptcy law or any state insolvency law, may be non-responsive.

SECTION 2.0 - SCOPE OF SERVICES

2.1 INTRODUCTION/BACKGROUND:

The selected Proposer must provide governmental representation and consulting services requested by the City, for various subjects/issues assigned to the selected Proposer, including but not limited to those examples listed in Exhibit 1 to this Scope of Services. The selected Proposer will receive issue and project assignments based on the City's annual legislative package.

The selected Proposer shall:

- a) Provide a full range of lobbying, legislative counsel, and advocacy services; including meeting with members of the Legislature, testifying at committee meetings on the City's behalf, a designated person assigned to closely monitor and review all substantive floor amendments and bills and preparing reports advising the City of the current status of legislation during the legislative session.
- b) If requested; be available on a twenty-four hour basis during the session; assisting in writing, interpreting, and monitoring legislation and regulations; drafting legislation, amendments, proviso language, position papers, and testimony; and providing monthly written progress reports detailing services that have been rendered.
- c) Integrate its efforts with the City's City Manager to ensure a strong consistent legislative program.
- d) Report and meet with the City on a weekly basis, or on an as needed basis, during the Florida legislative session on those issues important to the City and the actions taken on such issues.
- e) Report and meet with the City on a monthly basis when the Florida Legislature is not in session.
- f) Prepare monthly reports (weekly during the Legislative session), in a timely manner, advising the City of the current status of all issues that they are monitoring or tracking that may affect City of Miami Gardens, the actions taken on such issues, and recommendations for future actions on such issues.
- g) Raise, discuss and recommend any affirmative legislative action that may benefit the City.
- h) Be prepared to obtain and provide documentation and research materials upon request.
- i) Upon request by the City, forward all required reports to the City and shall be in the number of copies as requested by the City for that particular instance.
- j) The City will need office space with ancillary services that include parking, phones, facsimile, copy machine, personal computer with appropriate software and hardware (identified by the City) and filing space for City staff in the vicinity of the Capitol, and provide clerical assistance for said staff to ensure adequate coordination between Tallahassee and City of Miami Gardens. As an option, the Proposer may submit if it has such space and ancillary services available and the cost for such space and ancillary services. Any cost submitted for this option must be submitted separate from the Technical Proposal and in a sealed envelop as part of its proposal submission. (See Section 1.4 Proposal Submission).
- k) Identify appropriations, grants and other revenue opportunities which would benefit the City.

SECTION 3.0 - PROPOSAL FORMAT

3.1 INSTRUCTIONS TO PROPOSERS:

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. All materials (except for plans and schematics, if any) are to be submitted on 8 1/2" X 11" pages, neatly typed on one side only, with normal margins and spacing. All documents and information must be fully completed and signed as required. The original document package must not be bound. The document package copies should be individually bound. Proposals that do not include the required documents may be deemed non-responsive and may not be considered for contract award.

3.2 CONTENTS OF PROPOSAL:

The Proposal shall be written in sufficient detail to permit the City to conduct a meaningful evaluation of the proposed services. No cost information is to be included with the Proposal. The Proposal must include the following information:

1) Cover Page

The attached **Form A-1** is to be used as the cover page for the Proposal. This form must be fully completed and signed by an authorized officer of the Proposer submitting the proposal.

2) Table of Contents

The table of contents should outline in sequential order the major areas of the proposal. All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the table of contents.

3) Executive Summary

Provide a brief summary describing the Proposer's ability to perform the work requested in this RFQ; a history of the Proposer's background and experience in providing similar services; the qualifications of the Proposer's personnel to be assigned to this project; the subcontractors or subconsultants and a brief history of their background and experience; and, any other information called for by this RFQ which the Proposer deems relevant, including any exceptions to this RFQ. Proposer should also identify general issues which proposer believe would be of interest/concern to the City. This summary should be brief and concise to advise the reader of the basic services offered, experience and qualifications of the Proposer, staff, subcontractors or subconsultants and any other relevant information.

4) Work Plan

Proposer shall submit a detailed work plan that describes the Proposer's approach to representing the City in Tallahassee and includes, at a minimum, the following items:

- (a) Describe Proposer's methodology including specific policies, procedures or techniques to be used in performing the services described in the Scope of Services.
- (b) Describe Proposer's approach to project organization/management and the responsibilities of Proposer's management and staff personnel that will perform work in this project.
- (c) Describe the role each member of the Proposer's team will play, including areas of expertise of each team member. Discuss how Proposer plans to provide services on issues and subject areas outside the scope and expertise of its team members, specifically those that may be identified in Exhibit 1.

- (d) Describe the Proposer's approach to the scheduling of work.
- (e) Estimate the hours of availability of the Proposer including the hours of availability of each of the principals of the Proposer's team.
- (f) Address Proposer's ability and approach to fulfill all elements of the scope of services.
- (g) Describe the Proposer's plans for providing office space, equipment, clerical support, etc. for City staff when assigned to Tallahassee.
- (h) Describe how the Proposer would enhance the City's position with respect to legislation and budgetary authorizations and appropriations.
- (i) Describe how the Proposer plans to establish, maintain and enhance working relationships between City elected officials and staff and the executive and legislative branches of the state government and relevant state agencies. Discuss how relationships with legislative leadership will be established, maintained and/or enhance to promote the interests of City of Miami Gardens.
- (j) Proposer shall identify any and/or potential conflicts of interest in providing services requested in this RFQ NO. 01.
- (k) Provide (a list) and discuss Proposer's accomplishments achieved on behalf of local governments during recent sessions.
- (l) Provide any other information that the Proposer deems relevant.

5) Proposer's Experience and Past Performance

- (a) Describe the Proposer's organization; history and background; tax status; principals, officers, owners, board of directors and/or board of trustees; the primary markets served; the total current number of employees; the current number of professional employees by classification; and state the number of years that the Proposer has been in existence
- (b) Describe the Proposer's past (since 1996) and current performance and experience in governmental representation and consulting experience including experience with key City of Miami Gardens issues. Discuss in detail the extent of Proposer's lobbying experience, including the use of any subconsultants and their role on any engagement(s) of the Proposer.
- (c) Provide a detailed description of comparable contracts (similar in scope of services to those requested herein) which the Proposer has either ongoing or completed within the past three years. The description should identify for each project: (i) the client, (ii) description of work, (iii) total dollar value of the contract, (iv) contract duration, (v) customer contact person and phone number for reference, (vi) statement or notation of whether Proposer is/was the prime contractor or subcontractor or subconsultant, and (vii) the results of the project. Where possible, list and describe those projects performed for government clients or similar size private entities.

- (d) Describe any other experiences related to the work or services described in the Scope of Services and any other information which may be specific to the required services to be provided (e.g. software/hardware information, training, etc.).

7) Key Personnel and Subcontractors Performing Services

- (a) Provide an organization chart showing all individuals, including their titles, to be assigned to this project. This chart must clearly identify the Proposer's employees and those of the subcontractors or subconsultants. Identify the proposer's primary point of contact with the City.
- (b) List the names and addresses of all major first tier subcontractors or subconsultants, and describe the extent of work to be performed by each first tier subcontractor or subconsultant.
- (c) Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of all key individuals and subcontractors or subconsultants who will be assigned to this project. This information shall include the functions to be performed by the key individuals and the subcontractors or subconsultants.
- (d) Provide resumes with job descriptions and other detailed qualification information on all key personnel who will be assigned to this project, including any subcontractors or subconsultants. All key personnel include all partners, managers, seniors and other professional staff that will perform work and/or services in this project.

Note: After proposal submission, but prior to the award of any contract issued as a result of this RFQ, the Proposer has a continuing obligation to advise the City of any changes, intended or otherwise, to the key personnel identified in its proposal.

3.3 PROPOSAL PREPARATION REQUIREMENTS

Proposers must follow instructions of Section 1.4 "Proposal Submission". The proposal must consist of two separate parts: a) Technical Proposal (original and all copies), and b) sealed Price Proposal (original and all copies). The Technical Proposal must be packaged separately from the sealed Price Proposal, and both must be submitted in a sealed envelope or container that should be addressed as follows:

Proposer's Name
Proposer's Address
Proposer's Telephone Number

City Clerk
1515 NW 167th St., Bldg. 5-200
Miami Gardens, FL 33169

RFQ No.: **RFQ 05-001**

RFQ Title: **Governmental Representation and Consulting Services in Tallahassee, Florida**

Proposal Due Date: **November 12 , 2004**

SECTION 4.0 - EVALUATION/SELECTION PROCESS**4.1 INTRODUCTION**

Following the opening of the proposal packages, the proposals will be evaluated by an Evaluation/Selection Committee appointed by the City Manager. The Committee will be comprised of appropriate City personnel and members of the community, as deemed necessary, with the appropriate experience and/or knowledge, striving to ensure that the Committee is balanced.

Contract award will be based on the technical quality of the proposal. Scoring proposals is based on point totals and not a percentage factor.

4.2 TECHNICAL PROPOSAL EVALUATION

The Evaluation/Selection Committee will evaluate and rank responsive proposals on the criteria listed below. The criteria are itemized with their respective weights for a maximum total of one hundred (100) points per each Evaluation/Selection Committee member, for all technical criteria. A proposer may receive the maximum points or a portion of this score depending on the merit of its proposal, as judged by the Evaluation/Selection Committee in accordance with:

<u>Criteria</u>	<u>Points</u>
1. Proposer's knowledge and experience in representing public and private organizations, firms and corporations, including past experience/performance on projects of similar size and Scope; Experience of the Proposer, including Key Personnel and experience of subconsultants	(35)
2. Proposer's methodology and approach in providing the services in all the subject areas and issues identified in Exhibit 1 and as identified in the RFQ.	(25)
3. Proposer's understanding of City of Miami Gardens and experience on key City Issues	(20)
4. Proposer's demonstrated ability and capability to establish, maintain and enhance working relationships between City elected officials, staff and the executive and legislative branches of the state government and relevant state agencies, including the Proposer's demonstrated ability to establish relationships with legislative leadership to promote the interests of City of Miami Gardens.	(20)

Upon completion of the technical criteria evaluation, rating and ranking, the Committee may choose to conduct an oral presentation(s) with the Proposer(s) which the Evaluation/Selection Committee deems to warrant further consideration based on the best rated proposal providing the highest quality of service to the City; scores in

clusters; significant breaks in scoring; and/or maintaining competition. Upon completion of the oral presentation(s), the Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

4.3 OVERALL RANKING

The Evaluation/Selection Committee will then determine the overall ranking by adding the technical evaluation score and all other applicable additional points specified in this solicitation, to determine the overall ranking.

Following the evaluation and ranking of the proposals, the Evaluation/Selection Committee will recommend to the City Manager that a contract be negotiated with the highest ranked responsive and responsible Proposer(s), except as provided for below in "Local Preference". Upon concurrence of the City Manager, the City shall enter into negotiations with the recommended Proposer.

The Proposer selected for negotiations shall provide to the City:

- a) Its most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.
- b) Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors or subconsultants is or has been involved within the last three (3) years.

4.4 LOCAL PREFERENCE

Local Preference may be taken into consideration. If, following the completion of final rankings by the Evaluation/Selection Committee, a non-local Proposer is the highest ranked responsive and responsible Proposer, and the ranking of a local Proposer is within 5% of the ranking obtained by said non-local Proposer, then the Evaluation/Selection Committee will recommend to the City Manager that a contract be negotiated with said local Proposer. Local is defined as have a place of business within the City of Miami Gardens.

4.5 CONTRACT AWARD

Any negotiated contract, as a result of the RFQ, will be submitted to the City Council for their consideration. **All Proposers will be notified in writing when the City Manager makes an award recommendation.** The Contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the City Council to be in the best interest of the City. The City Council's decision of whether to make the award and which proposal is in the best interest of the City shall be final.

Exhibit 1 – State Legislative Issues/Areas

Appropriations	Revenue Sharing
Environmental Issues/Projects	Water, Sewer, Stormwater Issues/Projects
Public Works	Protection of City Revenue
Economic Development	Empowerment and Enterprise Zones
Health Care	Hand Gun Violence Prevention
Criminal/Juvenile Justice	Business Development/Retention
Human Services	Children’s Services
Construction – licensing	Telecommunications/E Commerce
Finance and Taxation	Housing and Community Development
Consumer Protection	Public Safety

Florida League of Cities Legislative Issues

Annexation Reform	Water Conservation
Collective Bargaining	Infrastructure Funding
Community Revitalization Areas	Housing Trust Fund
Private Property Rights	Local Option Gas Indexing
Transportation Issues/Funding	

Form A-1

PROPOSER'S NAME (Name of firm, entity or organization):		
FEDERAL EMPLOYER IDENTIFICATION NUMBER:		
NAME AND TITLE OF PROPOSER'S CONTACT PERSON:		
Name: _____ Title: _____		
MAILING ADDRESS:		
Street Address: _____		
City, State, Zip: _____		
TELEPHONE: (____) _____	FAX: (____) _____	E-MAIL ADDRESS: _____
PROPOSER'S ORGANIZATIONAL STRUCTURE:		
____ Corporation ____ Partnership ____ Proprietorship ____ Joint Venture		
____ Other (Explain): _____		
IF CORPORATION,		
Date Incorporated/Organized: _____		
State Incorporated/Organized: _____		
States registered in as foreign corporation: _____		
PROPOSER'S SERVICE OR BUSINESS ACTIVITIES OTHER THAN WHAT THIS SOLICITATION REQUESTS FOR:		
LIST NAMES OF PROPOSER'S SUBCONTRACTORS OR SUBCONSULTANTS FOR THIS PROJECT:		
PROPOSER'S AUTHORIZED SIGNATURE		
The undersigned hereby certified that this proposal is submitted in response to this solicitation.		
Signed By: _____ Date: _____		
Print Name: _____ Title: _____		

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